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MEMORANDUM FOR: Assistant Director, Office of Training (O)

FROM : Chief, Plans and Policy Staff, O/TR

SUBJECT : Weekly Activities Report, Period 10 - 14 December 1951

I. Completed Projects

1. Project 51-23, Federal Civilian Defense Administration Training Films. Met with Mr. Howard Johnson, CDA on 12 December. Prepared a memorandum for the DDCI recommending showing of Civil Defense films to CIA personnel which will be submitted simultaneously with this report.

II. Projects in Process

1. Project 51-3, Summer Seminar on the Near East. Prepared and dispatched a memo to the TLO's requesting them to have their AD's designate a Near East expert to assist this Office in firming up requirements for participation, modification of curriculum, administrative and security details and the desirability of similar seminars at other institutions in the Near East. A meeting has been tentatively scheduled for 18 December. Discussed with Col. Leland, Plans and Policy Staff D of I, USAF the question of further USAF participation. Col. Leland advised that the Air Force would be interested in sending personnel to attend the course and would provide logistical air support for the project, including arrangements to have the Air Attache's aircraft available for the field trips following the seminar, but did not believe it should continue to be the sponsoring Agency for the project. Would prefer to have the

was firmed up, CIA participation could be provided both at the teaching level with instructors as well as by sending students to the course.

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2. Project 51-13, Register of Training Activities. Discussed with Mr. [REDACTED] the possibility of setting up a register of training activities on IBM cards. He is preparing a questionnaire to obtain desired information preparatory to setting up a new IBM card system. We will maintain close liaison with the progress of his project as it may relate to ours.
3. Project 51-14, Cable Preparation Course. Discussed our project with Lt. Col. Boose and Major Povendo of the Signal Corps. They are forwarding to us material on cable preparation and message center operations. *14 Dec
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4. Project 51-15, Rotation Working Group. Attended the 9th meeting of the Rotation Working Group, at which the group adopted a slightly modified draft of O/TR's statement of the objectives of rotation. The group also considered a paper prepared by TRC for the Director of Training, subject: Rotation of TRC personnel dated 5 December. This paper was referred to the working group by the Career Service Committee for review and comment. Action was deferred on the paper until each member could have sufficient time to study it. It was agreed that the working group would not reconvene until 9 January in view of the Christmas holidays and the double load on those who would not take leave during this period.
5. Project 51-20, Administrative Support to Field Training Operations. No action taken during this period.

III. Newly Assigned Projects

1. Project 51-26, Briefing of Outgoing Attaches. The DDCI has approved in principle that various Offices of the Agency should brief the outgoing attaches. The problem is to determine what each of the different Offices would like to present and set up a program for accomplishing this. Related to this problem and a part of it is the revision of CIA Regulation [REDACTED] which presently places the responsibility for the briefing of attaches in the hands of O/C. This should be changed in accordance with O/TR's recently assigned responsibility for this function.
2. Project 51-27, Assistant Director Presentations. Mr. Dulles has approved the idea of presentations by the AD's. The objective of the presentations would be to explain the effects of the 1950 organization on the operations of each of the Offices and their relationships to other Offices of the Agency. A second objective

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involving a ^{different} definite type of presentation has been approved for a high level audience made up of representatives of principal agencies external to CIA with whom the Agency participates in its national intelligence effort. The problem is to explain this to the AD's and seek their comments as to the type of audience, number of courses, and scope of presentation.

IV. Projects in Process

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1. Project 51-4, Review and Recommendation on O/PC Comments on the [REDACTED] Report" regarding Covert Training.
2. Project 51-6, Survey of Non O/TR Training Activities.
3. Project 51-7, Professional Administrative Officer Training Program.
4. Project 51-9, Development of Curriculum and Program for the National Intelligence Course; Senior Professional Level.
5. Project 51-10, Development of Curriculum and Program for the Intermediate Intelligence Course; Junior Professional Level.
6. Project 51-11, Review of Curriculum and Program for the Basic Intelligence Course; Incoming Professional Level.
7. Project 51-21, Area and Language Specialists.
8. Project 51-22, Wartime Role of CIA and Its Effect on the Mission of O/TR.

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